
TRANSFER OF CLAIM

NOTE: Prior to docketing this event, you must determine the number of the claim which is being withdrawn. The claim number can be found by clicking on *Reports, Claims Register*.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Creditor Batch Filings** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Transfer of Claim**; click [NEXT]
- STEP 5** Upload PDF file and any attachments, click [NEXT]
1. *TIP - Supporting documents such as a Certificate of Service are added to the event as ATTACHMENTS to the Notice of Withdrawal of Claim.*
- STEP 6** Assign a Document Number screen appears; click [NEXT].
- STEP 7** Select the Transfer Type by clicking in the radio button next to your selection.
- STEP 8** Enter the name of the party the claim is being transferred from and to, the claim number and the amount of the claim. Go to the bottom of the screen and click [NEXT]
- ☛ *TIP - You may transfer several claims at one time, provided they pertain to the same case.*
- STEP 9** Click [NEXT].
- STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
- ☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser*

SAMPLE DOCKET TEXT

Transfer of Claim(s). (Efiler, Joe)

STEP 11 Final docket text appears; click [NEXT] to submit

 *TIP - This is the last opportunity to change information or abort transaction.*

STEP 12 **Notice of Electronic Filing** displays